**MassHire Downtown Boston Career Rx**

**Name**

**Occupation/Industry:**
**Notes:**

For best results, register for a workshop/webinar (or 2!) and track your progress.

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| **Category** | **Workshop/Webinar** | **Priority** | **Event Date** | **Registered** |
| **Job Search** | Salary Negotiation |  |  |  |
| Cover Letter and Communication |  |  |  |
| How to Land a Federal Job |  |  |  |
| Job Fairs and Employer Recruitment Events |  |  |  |
| Managing Stress & Negativity in the Job Search |  |  |  |
| Using Age to Your Advantage  |  |  |  |
| Get That Job: Tips from HR  |  |  |  |
| Job Search for Introverts |  |  |  |
| Job Search Wheels Spinning? How to Get Traction |  |  |  |
|  |
| **Resume** | Resume 1.0: Why and How to Create a Resume |  |  |  |
| Resume 2.0: Creating a Targeted Resume |  |  |  |
| Resume 2.0: Get Your Resume into Human Hands |  |  |  |
| Your First American Resume |  |  |  |
|  |
| **Networking** | Crafting Your Elevator Pitch  |  |  |  |
| Job Seekers Networking Group  |  |  |  |
| Is Your Networking Working? *(Workshop only)* |  |  |  |
| Networking for Introverts *(workshop only)* |  |  |  |
| Networking in the New Normal |  |  |  |
| New Connections |  |  |  |
|  | Healthcare Networking |  |  |  |
|  |
| **Interview** | Interview 1.0: Mastering the Basics |  |  |  |
| Interview 2.0: Behavioral Questions |  |  |  |
| Handling Age-Related Interview Questions |  |  |  |
| Virtual and Video Interviewing |  |  |  |
| Presentation Skills |  |  |  |
|  |
| **Career Exploration** | [Training & Re-employment](https://us06web.zoom.us/webinar/register/WN_ryjGg6EAR4mNRhPcMGUlZg)  |  |  |  |
| Your New Career  |  |  | : |
| Developing Your Skillset for Current Opportunities |  |  |  |
| Opportunities in Healthcare |  |  |  |

**Visit us:** [**https://masshiredowntownboston.org/**](https://masshiredowntownboston.org/)

**View our online calendar to register:** [**https://masshiredowntownboston.org/events-calendar/**](https://masshiredowntownboston.org/events-calendar/)

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| **Social Media** | LinkedIn 1.0: Mastering the Basics |  |  |  |
| LinkedIn 2.0: Creating a Targeted Profile |  |  |  |
| LinkedIn 3.0: Advanced Strategies |  |  |  |
| Personal Branding |  |  |  |
| Digital Communications  |  |  |  |
| Twitter for Beginners - How to utilize twitter for job search |  |  |  |
| Google Drive - for Beginners |  |  |  |
|  |
| **Financial****Health** | Understanding Your Taxes: It Matters  |  |  |  |
| Tailoring a Spending Plan for Improved Financial Well Being  |  |  |  |
| 1:1 Financial Coaching |  |  |  |
| Financial Management 101 |  |  |  |
| Money Habits  |  |  |  |
| Financial Frauds and Scams to Avoid |  |  |  |
| Understanding your taxes, Savings for Retirement, Insurance |  |  |  |
|  |
| **WIOA** | WIOA IS - [Individualized Services – Career Coaching](https://us06web.zoom.us/webinar/register/WN_ryjGg6EAR4mNRhPcMGUlZg) |  |  |  |
| WIOA ITA – [Training Grants](https://us06web.zoom.us/webinar/register/WN_ryjGg6EAR4mNRhPcMGUlZg) |  |  |  |
| **Partners** | SCSEP [(Senior Community Service Employment Program)](https://www.mass.gov/senior-community-service-employment-program-scsep)  |  |  |  |
| MRC [(Massachusetts Rehabilitation Commission)](https://www.mass.gov/orgs/massachusetts-rehabilitation-commission) |  |  |  |
| MCB [(Massachusetts Commission for the Blind)](https://www.mass.gov/orgs/massachusetts-commission-for-the-blind) |  |  |  |
| DTA [(Department of Transitional Assistance)](https://www.mass.gov/orgs/department-of-transitional-assistance) |  |  |  |
| ABE/ESOL Navigator Edward Adams |  |  |  |
| [Adult Diploma Pathway Information Session](https://www.jvs-boston.org/our-services/advance-your-career/adult-diploma/) |  |  |  |
| [Bridges to College](https://www.jvs-boston.org/bridges/) |  |  |  |
| [Nurse’s Aide Training Program Information Session](https://www.jvs-boston.org/our-services/build-your-skills/nurses-aide-training-program/) |  |  |  |
| [Pharmacy Technician Information Session](https://www.jvs-boston.org/our-services/build-your-skills/pharmacy-technician-training/) |  |  |  |
| [Animal Care Technician Training Program](https://www.jvs-boston.org/our-services/build-your-skills/animal-care-technician-training-program/) |  |  |  |
| [Refugee and Immigrant Employment Info Session](https://www.jvs-boston.org/refugee-immigrant-employment-services-2/) |  |  |  |
| [English for Advancement Information Session](https://www.jvs-boston.org/efa/) |  |  |  |
|  |
| **Drop-In** | Ask the Career Coach |  |  |  |
| Ask the CORI Coach |  |  |  |
| Ask the Education Coach |  |  |  |

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| **Job Search Checklist** | **Item** | **Priority** |
| Job Search Targets |  |
| Resume |  |
| Cover Letter |  |
| Elevator Pitch |  |
| LinkedIn Profile |  |
| Request for Informational Interview/Meeting |  |
| Thank You Note |  |

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